

## **MADERA COUNTY**

### **DEPUTY CLERK TO THE COUNTY CLERK - RECORDER I DEPUTY CLERK TO THE COUNTY CLERK - RECORDER II**

#### **DEFINITION**

Under supervision (Deputy Clerk to the County Clerk - Recorder I) or general supervision (Deputy Clerk to the County Clerk - Recorder II), to perform difficult work in providing specialized office support for the County Clerk - Recorder's Office functions of Madera County; to perform a wide variety of administrative and office support assignments in the planning and conduct of local elections; to accept and file property and title documents and maintain vital statistics documents and information; to provide information and assistance to the public; and to do related work as required.

#### **SUPERVISION EXERCISED**

##### **Deputy Clerk to the County Clerk - Recorder I**

Exercises no supervision.

##### **Deputy Clerk to the County Clerk - Recorder II**

May exercise technical and functional supervision to lower level staff.

#### **DISTINGUISHING CHARACTERISTICS**

**Deputy Clerk to the County Clerk - Recorder I**--This is the entry level in the Deputy Clerk to the County Clerk - Recorder class series. Positions at this level usually perform most of the duties required of the positions at the Deputy Clerk to the County Clerk - Recorder II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgement in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

**Deputy Clerk to the County Clerk - Recorder II**--This is the full journey level in the Deputy Clerk to the County Clerk - Recorder class series. Positions at this level are distinguished from the Deputy Clerk to the County Clerk - Recorder I level by the performance of the full range of duties as assigned, working independently and exercising judgement and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions at the Deputy Clerk to the County Clerk - Recorder II level are normally filled by advancement from the Deputy Clerk to the County Clerk - Recorder I level. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the Deputy Clerk to the County Clerk - Recorder II level.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Accepts documents for filing in the County Clerk - Recorder's office; examines documents to determine their compliance with laws governing recording including nonstandard recordings; ensures that documents are properly signed, acknowledged, and dated; edits, separates, and prepares batches for indexing; verifies indexed batches against computer print outs; makes corrections and updates indexed batches; accepts birth and death certificates, maintaining vital statistic indices; accepts subdivision, parcel, survey, and annexation maps for recording; assists with the preparation of periodic reports of recording activities; maintains records of fees collected, charges, deposits and refunds; maintains and updates document transfer tax reports; maintains and updates precinct records, maps, and other election records; prepares correspondence to gather missing information related to voter registration and precincting; maintains and updates voter registration data; may instruct temporary staff in voter registration duties during times of peak work load; checks and files candidates' filing documents; accepts initiative, referendum, and other petitions for filing, verifying signatures when necessary; assists with the preparation of election resolutions for Board of Supervisor approval; prepares notices for prospective polling places; notifies precinct officials; prepares precinct lists; canvasses precincts to verify election results and prepares statement of vote totals; maintains records of election expenditures; maintains filing systems for election documents, making changes and adjustments as necessary; provides information to the public concerning County Clerk - Recorder's Office functions, laws and codes effecting County Clerk - Recorder's Office operations, candidate filing requirements, election regulations, and election functions; types a variety of materials; operates office equipment.

### **OTHER JOB RELATED DUTIES**

Assists with public access to County Recorder's Office records; performs general office support work including making copies and micro-fiche; calculates Deeds of Trust; mails daily recorded documents; provides election support on election night; performs related duties and responsibilities as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Deputy Clerk to the County Clerk - Recorder I**

##### **Knowledge of:**

Modern office practices, methods, and computer equipment including the establishment and maintenance of filing and record keeping systems.

Principles of accounting record keeping, and maintenance of fiscal records.

##### **Skill to:**

Operate modern office equipment including computer equipment.

Type at a rate of 45 words per minute from clear, legible copy.

**Ability to:**

Learn the functions and policies of the County Clerk - Recorder's Office.

Learn, interpret, and apply policies, procedures, laws, codes, and regulations including those governing the conduct of elections, filing of petitions, the registration of voters, and those affecting public access and use of information and records maintained in the County Clerk - Recorder's Office.

Learn election and precincting procedures.

Learn proper procedures for the acceptance, filing, and recording of documents including candidate documents.

Learn documents used in land transactions.

Learn procedures used in the maintenance and updating of vital statistic information.

Maintain accurate records.

Make arithmetical calculations.

Deal tactfully and courteously with the public in explaining the functions, procedures, and laws governing the activities of the County Clerk - Recorder's Office.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Two years of responsible office support experience preferably involving public contact.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by training in office practices.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment including the ability to sit, stand, walk, kneel, crouch, stoop, squat, and lift 45 lbs.

**Deputy Clerk to the County Clerk - Recorder II**

In addition to the qualifications for a Deputy Clerk to the County Clerk - Recorder I:

**Knowledge of:**

Functions and policies of the County Clerk - Recorder's Office.

Pertinent Federal, State, and local laws, codes, and regulations including those governing the conduct of elections, filing of petitions, and the registration of voters and those affecting public access and use of information and records maintained in the County Clerk - Recorder's Office.

Election and precincting procedures.

Proper procedures for the acceptance, filing, and recording of documents including candidate documents.

Documents used in land transactions.

Maintenance and updating of vital statistic information.

**Ability to:**

Examine and determine the validity and acceptability of documents for County Clerk - Recorder's Office filing including petitions and candidate filing documents.

Interpret, explain, and apply policies, procedures, laws, codes, and regulations including those governing the conduct of elections, filing of petitions, the registration of voters, and those affecting public access and use of information and records maintained in the County Clerk - Recorder's Office.

Gather data, analyze information, and prepare a variety of reports.

Directly assist with and independently perform the full range of County Clerk - Recorder's Office functions.

Maintain and update systems for accepting and maintaining records.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Two years of increasingly responsible office support experience, including some experience in assisting with the County Clerk - Recorder's Office functions of a California county comparable to a Deputy Clerk to the County Clerk - Recorder I with Madera County.

**Training:**

Equivalent to the completion of the twelfth grade.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment including the ability to sit, stand, walk, kneel, crouch, stoop, squat, and lift 45 lbs.

**Effective Date:** May, 1995